



# ODOT District 1

## LOCAL PROGRAMS NEWSLETTER

October 2014

ISSUE III

### DISTRICT ENVIRONMENTAL COORDINATOR

After Stacy Schimmoeller transferred to District 2 this past March, Rod Maas has been our official ODOT Environmental Coordinator for District One.

We have two Environmental Specialists, Nate Tessler and Brittany Bianco, that have been assisting Rod with the Environmental process. As of Tuesday, July 22, 2014, Nate Tessler has been named the acting District Environmental Coordinator for District One. Nate now has the official signature authority and will be D-1's point person on all environmental actions. Brittany will continue to assist Nate. And Rod will continue to supervise the overall environmental process.

### GETTING THE MATERIALS THAT WERE SPECIFIED

For Locally administered (Local-Let) projects, how are you ensuring that you are getting the materials that were specified? For several years now, auditors have had a federal funding checklist that itemizes this topic specifically. Unfortunately, some of those auditors are being directed to the ODOT District office for an answer. If you cannot outright answer this for your federally funded transportation, there is considerable room for improvement in the area of construction administration. Also, the ODOT Locally Administered Transportation Projects Manual of Procedures states that you need to ensure you are getting the specified materials. [http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Pages/Manual\\_of\\_Procedures.aspx](http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Pages/Manual_of_Procedures.aspx).

Thankfully, Chase Wells of ODOT has created a means for you to address this without a considerable amount of upfront legwork. Using ODOT specifications, you will need to identify the ODOT item extension from the Item Master (<http://www.dot.state.oh.us/Divisions/ContractAdmin/Contracts/Construction/itemmst2013.pdf>). This can be done during the creation of the construction contract plans. Using the item numbers and extensions along with the quantities, the information can be put into a spreadsheet to create a Project Bill of Materials. Once the information is inserted (via cut and paste), the spreadsheet will tell you what materials are needed and what their specific testing requirements or certifications are. This is per interpretation of the ODOT Construction and Materials Specifications and the ODOT Construction Administration Manual of Procedures (<http://www.dot.state.oh.us/Divisions/ConstructionMgt/OnlineDocs/Pages/2013-Manual-of-Procedures.aspx>). Furthermore it is recommended to create a folder in the project construction files for each line item, and populate with the appropriate paperwork (TE-24, TE-30, etc.). The process and spreadsheet are in the right hand column under the materials heading at: <http://www.dot.state.oh.us/Divisions/ConstructionMgt/LPAConstructionContractAdministration/Pages/LPAConstructionContractAdministration.aspx>.

Also, Chase has worked hard to create LPA Construction Contract Administration Construction Monitoring website (link above) that is encompassing and specifically for the construction administration of Local-Let projects. Be sure to check it out.

There is no substitution for the material monitoring. A better effort of monitoring the materials needs to start immediately. Specific questions can be directed to the District Construction Monitor, Scott Langhals (419-999-6906). [Scott.langhals@dot.state.oh.us](mailto:Scott.langhals@dot.state.oh.us)

## QUALIFICATION FOR AN LPA TO MONITOR THEIR FEDERAL TRANSPORTATION PROJECT

From now on, an LPA has to have passed all twelve (12) LPA eLearning Qualification Modules to even be considered to participate in the Local-Let Program. An individual or group of individuals who will be responsible for the administration of the Local-Let project can collectively pass these twelve modules. It is recommended, but not required, for the person in responsible charge to pass all 12. The modules must be passed and continue to be as long as you have a Local-Let project on the books with ODOT. There is no substitution and must be retaken every two years. Also, pointing out that the LPA cannot hire a consultant to take and pass these modules on the LPA's behalf.

The test modules can be found at: <http://learning.transportation.ohio.gov>. You will need a MyODOT account. Should you not have one, you will need to set up an account. Instructions can be found on the same webpage.

An Ohio LPA Qualification Fact Sheet /Process Update can be found at: <http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Pages/LPA-Qualification-Process.aspx>

Frequently asked questions can be found at: <http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Documents/Questions%20for%20Qualification%20Roll-out.pdf>

Should an LPA's employee with the credit of passage of a module leave the employ of the LPA, the LPA must immediately get an appropriate individual to take and pass said module. This applies if the LPA is actively developing or constructing their federal aid project.

If you are active in the Local-Let Program, please have the 12 modules passed no later than **June 30, 2015**.

If not passed, your projects will have to be ODOT-Let.

## PIPE POLICY DEVIATION BY LOCAL

ODOT operates with an open pipe criteria, which permits all material types to be available to the Contractor unless there is an engineering or durability reason to restrict specific pipe materials. This creates competition among the various pipe material vendors, which results in a cost effective pipe material selection by the Department. Many local political subdivisions or agencies prefer to restrict pipe selection to specific materials. This often results in higher material or installation costs due to the preference of the Local. ODOT respects and permits the preference of the Local, however any additional costs inferred due to the conduit material selection or preferred construction methods must be furnished by the Local. This is detailed by the July, 2014 updates to the L&D, Drainage Design, Volume 2 Manual as shown below:

### **1002.1.2 Deviation by Local**

Proposed deviations from this Pipe Standard and/or construction specifications by local political subdivisions or agencies will be considered for all portions of the project that are maintained by the political subdivision or agency.

ODOT Districts may permit a deviation from this Pipe Standard provided the local political subdivision or agency agrees to fund any additional costs inferred due to the conduit material selection or preferred construction methods. The deviation requires alternate bid items, per Section 1307.2.7 of L&D Volume 3, to determine the additional costs. The alternatives include ODOT's Pipe Standard/construction methods and the local's material selection/construction methods. Add additional notes or details as required by the local.

Prior to this revision, approval from the Office of Hydraulic Engineering, OHE, was required for a local to deviate from the open pipe criteria used by ODOT. Approval from OHE is no longer required provided the alternate bid process is utilized in the plans and the Local agrees to fund any additional costs. Ensure this is implemented on all projects.

## **ENVIRONMENTAL FOR LOCALLY SPONSORED PROJECTS**

As our environmental workload has stabilized, the District is now able to perform some environmental activities for your ODOT-Let or Local-Let projects. This reverts back to what most of you had utilized for years. In the policy below, we have defined specifically what will be the Local's responsibility and what ODOT District 1 will do. For those projects that are already scoped, we can discuss on a project by project basis who will now be responsible for what.

### **ODOT District 1 Environmental Policy for Locally Sponsored Projects**

#### **Project Type: Exempt**

ODOT District 1 Environmental Staff will complete all aspects of the environmental document for Exempt projects on behalf of the Local Partnering Agency (LPA).

#### **Project Type: (c)(9), (c)(22), (c)(23), or CE-Level 1**

ODOT District 1 Environmental Staff will complete all aspects of the environmental document for (c)(9), (c)(22), (c)(23), or CE-Level 1 projects on behalf of the LPA, except:

1. ESA Screenings containing 26 or more parcels.
  - A. If 25 or fewer parcels need to be screened, ODOT District 1 Environmental Staff will do the ESA Screening in-house.
2. Phase I ESA Report.
3. Phase II ESA Report.
4. Cultural Resource Phase I Report.
5. Cultural Resource Phase II Report.
6. Mussel Survey/Relocation.
7. If the project is Local Let, then LPA is responsible for obtaining the necessary Waterway Permits.

It is expected that the LPA will hire a consultant to help complete these seven (7) tasks if they are needed for a (c)(9), (c)(22), (c)(23), or CE-Level 1 project.

#### **Project Type: CE-Level 2, 3, 4, Environmental Assessment, or Environmental Impact Statement**

The LPA is responsible for completing all aspects of the environmental document for CE-Level 2, 3, 4, Environmental Assessment, or Environmental Impact Statement projects. It is expected that the LPA will hire a consultant to help complete these types of projects. ODOT Environmental Staff will provide reviews of reports, coordinate with resource agencies as necessary, and provide approval of the completed environmental document.

## **District 1 LPA Staff Contact Information**

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**Project Development Process Website: <http://www.dot.state.oh.us/projects/pdp>**